

Child and Adult Care Food Program (CACFP)

Training for Sponsors

FY 2009



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CACFP FY 2009 Online Forms

The following forms are also located online for your use for FY 2009:

- 1) Procurement Documentation Form
- 2) Procurement – Vendor/Caterer Price Quote Form
- 3) Sponsor In-Service Training Documentation – Registration Form
- 4) Monitor Review Form
- 5) Civil Rights Compliance and Grievance Procedures
- 6) “Building for the Future” Poster
- 7) “And Justice for All” Poster
- 8) Master Roster
- 9) Attendance Record
- 10) FY 2009 Reimbursement Rates
- 11) FY 2009 Parent Letter for Income Application
- 12) FY 2009 Child Care Center Income Application
- 13) FY 2009 Child Care Center Income Application (Spanish translation)
- 14) Eligibility Standards for Free and Reduced Meals July 1, 2008-June 30, 2009
- 15) FY 2009 Child Care Center Enrollment Form
- 16) FY 2009 Child Care Center Enrollment Form (Spanish translation)
- 17) FY 2009 CACFP Infant Enrollment Form
- 18) Personnel Activity Report
- 19) Record of Food Program Expenditures (17-8)
- 20) CACFP Meal Patterns for Children
- 21) Child Care Center Menu and Production Record
- 22) Infant Meal Pattern
- 23) Infant Menu and Production Record
- 24) Medical Referral Form
- 25) Milk Analysis Explanation
- 26) Milk Reconciliation Form
- 27) Instructions for Completing the Record of Meals Served (17-9)
- 28) Child Care Center Record of Meals Served (17-9)
- 29) *Calculated Reimbursement Form
- 30) Justification for CACFP Reimbursement
- 31) Nutrition and Health Services Appeal Procedures

The following forms are for use by Adult Day Care Centers only:

- 32) FY 2009 Client Letter for Income Application
- 33) FY 2009 Adult Day Care Income Application
- 34) FY 2009 Adult Day Care Enrollment Form
- 35) CACFP Meal Patterns for Adults
- 36) Adult Day Care Menu and Production Record
- 37) Adult Day Care Record of Meals Served (Form 17-9)

If you are approved to claim more than three meal services, we will send you the proper form.

Claims for Reimbursement for all sponsor types will be filed online. Please be aware that should you fail to submit your claim within 30 days of the close of the operating month, the computer will not accept your claim. Also, if you need to file a corrected claim and fail to do so within 45 days of the close of the operating month, the computer will not accept your revised claim.

You are allowed only one late claim every three years. We will pay the first late claim, but you will receive a letter from us that you cannot have another late claim within the three-year period. Should you submit another late claim, it will not be paid.

Corrected claims required as a result of a review must be completed on Corrected Claim Forms and faxed in to our office.

* The Calculated Reimbursement Form must be completed if you fail to print the online screen after claim submission.

Child and Adult Care Food Program

The Child and Adult Care Food Program (CACFP) provides funds to centers/sponsors that provide nutritious meals to participants enrolled in child care centers, day care homes, and adult day care centers.

Your Day Care Center is Eligible to Participate in this Program if Your Center is:

- A public or private nonprofit organization,
- A private for-profit center in which 25% of the participants have been documented as low income,
- A homeless shelter operated by a public or not-for-profit organization that provides support to homeless children in temporary residential settings, or
- The center may qualify according to other program regulations.

Child care centers and adult day care centers can participate in the Child and Adult Care Food Program either independently or through a sponsoring organization that accepts full administrative and financial responsibility for the program. Day care homes must participate through a sponsoring organization; they cannot participate in the Child and Adult Care Food Program independently.

Enrollees in eligible child care centers can receive CACFP benefits if they are:

- Age 12 years or under; or
- Children of migrant workers age 15 or under; or
- Mentally/physically disabled persons, as defined by the State, at any age if the majority of enrollees are age 18 or under; or
- Children enrolled in At Risk After School Programs
- Temporary residents of homeless shelters 18 years of age or younger, and residents of any age who have disabilities.

Note: All criteria listed above may not apply to your sponsorship.

Your Adult Day Care Center is Eligible to Participate in this Program if Your Center is:

A public agency, or
public or private nonprofit organization, or
A private for-profit organization that receives compensation under Title XIX (Medicaid)
funding for at least 25% of the enrolled adults.

Adult day care centers must be licensed and approved by Federal, State, or Local authorities to provide nonresidential services to:

Chronically impaired disabled adults 18 years of age or older, or
Persons 60 years of age or older in a group setting outside their home on less than a 24-hour basis.

Nonresidential care must be provided in a community-based group program which provides for individual plans of care and must be a structured, comprehensive program that provides a variety of health, social, and related support services.

Individuals who reside in institutions are not eligible to receive benefits under the adult day care component of the CACFP. The temporary or permanent status of the individual's institutionalization, and/or any affiliation between the institution and the adult day care center or facility, is irrelevant. Therefore, individuals who are residing in any institution on a temporary basis for "respite care" or "crisis intervention" are not eligible to receive Program benefits, although the participant may continue to attend adult day care while in residence in the institution.

Note: All criteria listed above may not apply to your sponsorship.

SPONSOR RESPONSIBILITIES

RECORD KEEPING

Child care centers and Adult day care centers/sponsors who participate in the Child and Adult Care Food Program (CACFP) must maintain records at the sponsor/center location. These records must accurately reflect program operations. Failure to maintain such records will result in the denial of reimbursement and/or termination from the Program.

An organized system for filing and maintaining records will save time when completing the monthly Report and Claim for Reimbursement. **All monthly records and supporting documentation must be assembled together and filed with a corresponding copy of the Report and Claim for Reimbursement in the Sponsor's main office.** Sponsors should assign responsibility for maintaining daily records to specific staff.

Records to support reimbursement must be maintained on file for a minimum of 3 years plus the current year. **Failure to maintain any of the following records will result in the repayment of meal reimbursement: [226.10(d)]**

1. CACFP Enrollment Forms
2. Master Roster
3. Attendance Records
4. Free/Reduced Price Income Applications
5. Record of Meals Served
6. Program Costs Documentation
7. Menu and Production Records

FEDERAL REQUIREMENTS

Federal regulations at 7 CFR Part 226 require sponsors participating in the Child and Adult Care Food Program to maintain the following:

1. Procurement (226.22) small purchase [226.22 (H) (1) (2)]
2. In-Service training [226.16(d)(2)(3), 226.15(e)(13)]
3. Monitor Reviews [226.16(d)4i, 226.16(d) 4iii]
4. Civil Rights [226.6(f)(1)] (Must ensure that the “And Justice for All”*, “Building for the Future”* Posters and Civil Rights Grievance Report Forms are displayed)
5. Master Roster* (Must be current and must reflect total enrollment) USDA Handbook- CACFP for Child Care Centers-pg.53.
6. Attendance Records* [226.15(e) 4]
7. Income Applications* [226.23(e)(1)]
8. CACFP Enrollment Forms* [226.15(e)2]
9. Record of Meals Served* [226.15(e)4]
10. Menu and Production Records* for participants and infants (Must ensure that meals claimed for reimbursement meet meal pattern requirements)[226.15(e)(11)(14)]
11. Claims for Reimbursement* [226.15(g)]

*If any deficiencies are determined to exist in the above areas, meals may be disallowed. Disallowance of meals will result in the recovery of reimbursement.

FOLDER SYSTEM

The folder system was designed by the State Agency as an effective way of managing records necessary for meal reimbursement. All sponsors are required to have the following labeled folders for each fiscal year:

1. Application/Agreement Contract & News Release (also includes all supporting documentation for the Application/Agreement.)
2. Procurement
3. In-Service Training
4. Monitor Reviews
5. Master Roster
6. Income Applications/CACFP Enrollment Forms
7. Withdrawn Income Applications
8. Taxes, Supporting Documentation, and Tax Verification Form
9. Blank Forms
10. Monthly folders (October – September) for each month of the federal fiscal year beginning with October. The following items are to be filed monthly in each folder:
 - a. Copy of the Claim for Reimbursement
 - b. Attendance Records
 - c. Copy of Master Roster (original must be kept in the Master Roster folder)
 - d. Menu and Production Records (Participant and Infant)
 - e. Record of Meals Served (Form 17-9) and/or (Form 17-10) for sponsors claiming more than 3 meal services.
 - f. Food and non-food bills, receipts, invoices (must be dated, itemized, include the store and/or vendor name, and contain no personal items.
 - g. Personnel Activity Report(s) and/or check stubs
 - h. Record of Expenditures (17-8)
 - i. *Calculated Reimbursement Form
 - j. Monthly Acknowledgement of Reimbursement-Transmittal Sheet

*The Calculated Reimbursement Form must be completed should you fail to print the online screen after claim submission.

PROCUREMENT

(Comparison shopping)

To meet the procurement requirements, the State Agency requires that all child and adult day care centers/sponsors “comparison shop” ***once per year**. By comparison shopping, centers/sponsors must document the costs of six of the most frequently purchased food items from three separate stores. Items should be rated according to cost, credit availability, proximity of store, consistency of quality, and reliability. This exercise in bargain shopping enables centers to purchase the best quality food item for the best price available.

Child care centers and Adult day care centers/sponsors who receive **all** catered meals from a food service vendor are not required to complete the small purchase procurement form. However, sponsors who receive catered meals must maintain on file a copy of the agreement to furnish food. (Sponsors who receive catered meals should complete the Vendor/Caterer Price Quote Form. This form documents that price quotes were secured from other available food vendors and lists the reason for vendor selection.)

If milk or any other meal component is not included in the catering contract, sponsors must complete the small purchase procurement form for these items.

Sponsors who cater only one meal service and prepare remaining meal services must complete the Procurement Documentation form for those meals that they prepare as well as the Vendor/Caterer Price Quote Form. For example, if sponsors cater the lunch meal service but prepare breakfast and snack meals, sponsors would compare prices for breakfast and snack items on the Procurement Documentation form and would compare vendor prices for lunch on the Vendor/Caterer Price Quote Form.

Daily meal delivery tickets must be maintained on file for all catered meals. The daily meal delivery tickets must include the name of the catering source, date, number of meals ordered, number of meals delivered, and must be signed and dated by vendor staff delivering meals and sponsor staff receiving meals.

These tickets should be compared to the monthly invoice received from the vendor to ensure that the sponsor was charged for the correct number of meals ordered.

If you are purchasing meals from a vendor (not a school system), you must advertise for bids if the contract is over \$10,000 or you may get price quotes from three or more vendors.

State Agency contracts must be used for all procurements requiring a contract: 1) contract with a Local Educational Agency; 2) contract with a vendor under \$10,000; and 3) contract with a vendor over \$10,000.

***The State Agency requires sponsors to complete the procurement form within the first 4 weeks of each new fiscal year.**

Please see online file for the following:
Procurement Documentation Form for Small Purchases
Vendor/Caterer Price Quote Form

SPONSOR IN-SERVICE TRAINING DOCUMENTATION

Child care center and Adult day care center sponsors must conduct staff training regarding Child and Adult Care Food Program requirements within **four** weeks of attendance at State Agency training. *New sponsors must conduct staff training within the first four weeks of program participation.* Documentation of the training must be recorded on the REGISTRATION FORM. The State Agency recommends discussing the following topics during staff training:

1. Meal pattern requirements (necessary food components and proper portion sizes to be served at each meal as illustrated on the Food Chart),
2. Meal counts (requirement that staff conduct the meal count at the time of each meal service and document the number of meals served on Form 17-9).
3. For those sponsors approved for more than 3 meal services, Form 17-10 will be used daily to record the names of the children and to indicate which meals they consumed. Sponsors may only claim two meals and one snack or two snacks and one meal per child per day. The Form 17-9 will be used to consolidate all daily meal service totals for claim submission.
4. Attendance records,
5. Safety and sanitation,
6. Menu and Production Records (Participant and Infant),
7. Personnel Activity Reports,
8. Other records required by the Child and Adult Care Food Program, the United States Department of Agriculture (USDA) and the State Agency.

Ongoing training should be conducted and documented as the sponsor hires new staff throughout the fiscal year. Remember to always have new staff members sign in when training is completed. The trainer must provide a signature and date for all new staff trained throughout the year.

Any sponsor staff conducting in-service training must have completed training on CACFP policies and procedures.

Please see online file for
Sponsor In-Service Training
Documentation Form

MONITOR REVIEWS

Monitor reviews are the responsibility of the sponsor, not the State Agency. Completed reviews must be maintained in the sponsor's files.

Monitor reviews serve as an effective tool for identifying and correcting deficiencies with the meal service. Correction of such deficiencies not only improves the meal service, but also identifies areas that could result in the disallowance of reimbursement by the State Agency.

For all sponsors, at least two of the three monitor reviews per site must be unannounced. The State Agency requires that a meal service be observed during each monitor review.

Day Care and Adult Day Care Sponsors

Child care center and adult day care center staff, preferably center directors or individuals responsible for maintaining CACFP records, must complete **three monitor reviews (per site) each year with no more than a six-month lapse between reviews.**

The first review must be completed within the first four (4) weeks of each new fiscal year.

New Day Care and New Adult Day Care Sponsors

New child care center and new adult day care sponsors must complete the first monitor review **within the first four weeks of participation** in CACFP.

Outside-School-Hours Sponsors

Schools operating outside-school-hours centers shall review each center a minimum of **three times each year with no more than six months between reviews.** New centers or sponsored centers must conduct the first review during the center's **first four weeks** of program operations.

Sponsors (other than schools) of outside-school-hours centers shall review each center a minimum of **three times each year with no more than six months between reviews.** New centers or sponsored centers must conduct the first review during **the first four weeks** of program operations.

(The State Agency recommends that renewing sponsors conduct monitor reviews during the months of October, February and June to ensure regulatory time frames are followed.)

When the recommended months are not feasible due to the months the sponsor operates, the State Agency may approve other months in which to conduct monitor reviews.

New sponsors will have review months supplied to them at New Sponsor Training.

During the administrative review, the State Agency compares the monitor dates supplied in the sponsor's Management Plan to the actual dates of the monitor reviews. We verify that the sponsor has properly implemented this section of the Management Plan. The monitor review dates supplied in the Management Plan are not considered tentative dates.

Please see online file for
Monitor Review Form

CIVIL RIGHTS COMPLIANCE AND GRIEVANCE PROCEDURES

The purpose of this policy memorandum is to provide guidance to sponsors regarding civil rights compliance in the Child and Adult Care Food Program (CACFP).

The goal of Civil Rights Assurance and Compliance is to ensure that Child Nutrition Program benefits are made available and provided to all eligible individuals without discrimination. All programs of the U.S. Department of Agriculture (USDA) are to be made available to everyone without regard to race, color, national origin, age, sex or disability.

Responsibilities of the Sponsor

USDA regulations outline each sponsor's responsibility regarding civil rights compliance in the Child and Adult Care Food Program (CACFP). The following nondiscrimination statement is specifically for Special Nutrition Programs and other USDA programs, and is to be included, in full, on all materials regarding such recipients' programs that are produced by the recipients for public information or public distribution.

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.”

USDA regulations outline each sponsor's responsibility regarding civil rights compliance in the child nutrition programs. The following procedures are required to assure that all participating sponsors comply with the civil rights regulations:

1. Include in all forms of communication and printed program information:
 - a. The statement that program benefits and services are available to all participants without regard to race, color, national origin, sex, age, or disability. (See the statement above.)
 - b. Where complaints may be filed, such as Secretary of Agriculture, Washington, DC 20250, or at the sponsor's office.
2. Inform parents or guardians of participants, as well as local minority and grassroots organizations, of the availability of program benefits and services, the nondiscrimination policy and all significant changes in existing requirements that pertain to program

eligibility and benefits. (Note: this may be done through the news release and letter to parents, income scale and application form sent home to the parents or guardians of each participant enrolled.)

3. Display the nondiscrimination poster in a prominent place in each facility (e.g., at the main entrance).
4. Upon request, make available to the public and to participants and potential participants, information about program requirements and the procedures for filing a complaint, in English and/or in the appropriate translation to non-English speaking persons.
5. Any person alleging discrimination based on race, color, national origin, age, sex, or disability has a right to file a complaint. All complaints, written or verbal, shall be accepted by the sponsor and forwarded to the Division of Nutrition and Health Services within three working days of the reported complaint. The State Agency will then notify USDA.
6. Sponsors are required to maintain the actual number of participants applying for free and reduced price meals on file for three years plus the current year.

Please see online file for
Civil Rights Grievance Report Form

Non-Discrimination Policy

As a sponsor participating in CACFP, the following should be included on any materials or brochures your center may print for distribution to the public:

All Nutrition and Health Services programs and activities are operated in accordance with U.S. Department of Agriculture policy which does not permit discrimination because of race, color, sex, age, disability or national origin. Any person who believes that he or she has been discriminated against in any USDA-related activity should write immediately to:

***Secretary of Agriculture
Washington DC 20205***

Federal regulations (226.6(f)(1) require all child care and family day care home sponsors to display the “And Justice for All” and “Building For The Future” posters in a prominent place.

The State Agency requires all Child Care, Adult Day Care, Homeless, and At-Risk Sponsors to post the Civil Rights Grievance Procedures. The Grievance Procedures must be posted at the sponsor office as well as each site the sponsor operates.

Adult Day Care Sponsors are required to post the “And Justice For All” Poster with the Civil Rights Grievance Procedure. The “Building For the Future” poster is not a requirement for Adult Day Care Sponsors.

See Online Files for
“Building for the Future (Spanish and English) and
“And Justice For All” Posters

MASTER ROSTER OF PARTICIPANTS

Sponsors must maintain one **continuous** Master Roster each fiscal year. Sponsors must be able to identify each month's total number of participants.

Sponsors of multiple sites must maintain a separate, continuous Master Roster for each site.

The Master Roster must include the following:

A check mark in the IA (income application) column indicates that a current income application is on file for each participant.

A check mark in the EF (enrollment form) column indicates that a current enrollment form is on file for each participant.

The names of all participants enrolled and in attendance at the beginning of each new federal fiscal year (October 1) must be recorded on the Master Roster. Additional pages may be attached as necessary. (A copy of the Master Roster Form is on the following page.

However, a computer-generated roster is also acceptable. Sponsors may design their own form, but it must contain, at a minimum, the information contained on the State Agency form. Forms designed by the sponsor must be submitted to the State Agency for approval **prior** to use **each** fiscal year.)

New enrolled participants must be added to the list of participants immediately upon the first day of attendance so that one continuous, original roster is maintained for the fiscal year.

Sponsors must ensure that participants' eligibility classification is correctly recorded under the Eligibility portion of the Master Roster.

All participants who qualify as "Free or Reduced" must have on file a correctly approved "Income Application for Free and Reduced Price Meals."

The Master Roster should accurately reflect the number of those enrolled at the center.

Membership reported monthly is determined from the actual attendance records. If a participant has been in attendance one day or a portion of that day **and has an enrollment form**, he is counted in the sponsor's membership for the month.

The Master Roster reflects the classifications of those enrolled.

The Master Roster must be cross-referenced monthly with attendance records, income applications and enrollment forms to ensure that only those participants in attendance with an enrollment form each month are claimed in the sponsor's membership counts.

Please see online file for
Master Roster

ATTENDANCE RECORDS

All sponsors are required to maintain daily attendance records in order to document an enrolled participant's attendance in the center. (A copy of the Attendance Record Form is on the following page).

However, a computer-generated attendance record is also acceptable. Sponsors may design their own form, but it must contain, at a minimum, the information contained on the State Agency form. **Forms designed by the sponsor must be submitted to the State Agency for approval prior to use each fiscal year.**

Both the participant's first and last name must be included on the attendance record. **The name must be the same name that appears on the CACFP enrollment form, the income application, and the master roster.** A sign-in/sign-out sheet is recommended in addition to the attendance record. However, it **does not** replace attendance records. Participants who attend the center for any part of the day are considered present that day.

Failure to maintain attendance records or maintenance of inadequate attendance records will result in the recovery of CACFP reimbursement. Attendance records must be maintained on file for three years plus the current fiscal year.

Please see online file for Attendance Record

How to Calculate Average Daily Attendance (ADA)

Our office has received many questions about how to calculate the Average Daily Attendance (ADA) on the Report and Claim for Reimbursement. These steps should be followed:

Step 1: At the end of each day, determine the number of different participants who attended the center that day. This information is recorded on the Attendance Records and the total is reported on the Record of Meals Served (Form 17-9) in the Total Daily Attendance column as well.

Step 2: At the end of the reporting month, add the daily attendance totals. This figure is your total monthly attendance.

Step 3: To determine the ADA, divide the total monthly attendance by the number of serving days in the month.

The following is an example of a sample worksheet for calculating ADA:

Date	Daily Attendance
Jan. 3	25
Jan. 4	30
Jan. 5	35
Jan. 6	28
Jan. 9	27
Jan. 10	36
Jan. 11	42
Jan. 12	23
Jan. 13	21
Jan. 16	38
Jan. 17	36
Jan. 18	45
Jan. 19	29
Jan. 20	33
Jan. 23	41
Jan. 24	38
Jan. 25	40
Jan. 26	31
Jan. 27	22
Jan. 30	35
Jan. 31	25

Total Monthly Attendance = 680

Divided by Days Served 21

ADA = 32.38

Always round up to the nearest whole number when calculating ADA.

In the example above, 32.38 = 33.

INCOME APPLICATION FOR FREE AND REDUCED PRICE MEALS

Child care centers and Adult day care centers/sponsors participating in the CACFP must obtain information regarding “free and reduced price meal eligibility” for each participant enrolled in the center. **The eligibility information for each participant must be kept on file and the information is considered valid for one calendar year from the date of the parent/guardian/client signature.** The State Agency recommends that sponsors obtain income information as a part of the enrollment process.

Applications must be correctly and completely executed by the participant’s parents or guardian. Sponsors must correctly classify enrolled participants in one of the following categories based on information obtained from the income application: free, reduced-price, or paid. All income applications must be reviewed for completeness by the sponsor. **The sponsor’s signature and date of approval is required in order for the application to be deemed complete.**

The State Agency will review income applications to ensure that the applications have been completed and the participants are correctly classified by the sponsor. If verification reveals that a sponsor has inaccurately classified or incorrectly reported the number of enrolled participants, the State Agency will require the sponsor to submit corrected claims retroactive to the month in which the incorrect eligibility figures were reported by the sponsor or to the beginning of the fiscal year. A deficiency finding from a verification review will result in the recovery of any overpayments. As a result, follow up on-site reviews may be scheduled to ensure that the sponsor has corrected such problems.

Q. What does a completed application require?

A. If the participant is from a family **not** receiving food stamps or K-TAP, the completed application must include the participant’s name, birth date, list of all household members, social security number of the head of household, and income by source. The application must be signed and dated by the parent/guardian. (If the parent or parents are unemployed and the family has zero income, the financial status of the parent(s) must be reviewed monthly.)

or

A. If the participant **is** from a family receiving food stamps or K-TAP, the completed application must include the participant’s name, birth date, food stamp or K-TAP number and must be signed, dated and include the social security number of the parent/guardian and/or client.

Please ensure that any Food Stamp/K-TAP numbers reported are the actual case numbers, not the amount received or the Food Stamp debit card number.

Q. If the family is unable to complete the income application due to a physical or mental disability, illiteracy, or language barrier, can the sponsor complete it?

A. In such a case, the sponsor may complete the application and the parent/guardian and/or client should make an “X” to indicate that the sponsor has completed the application on their

behalf. The staff member must initial and date the income application and indicate why the parent/guardian/client could not complete the form without assistance.

Q. What should be done if the family refuses to complete the income application?

A. The sponsor should record on an income application the participant's name, birth date, parent, guardian and/or client refusal to complete the form, and classify the participant as "paid."

Q. How should a foster child be classified?

A. If the child is in the home on a temporary basis, he/she is considered a family of one and only money received by the child in hand is considered income - it will probably be \$0. If the child has been placed in the home permanently, the child is considered a member of that family. In the instance of permanent placement, all income of the family, as well as all household members, must be listed on the income application. The child is no longer considered a foster child, but is acknowledged to be a permanent part of the family.

Q. How should a child participating in the Kinship Care Program be classified?

A. The Kinship Care Program operates under similar guidelines as that of foster care, but the children are placed with family members. Under the Kinship Care program, the state has custody of the child (ren) until permanent placement takes place (about 2 years later).

The amount of monies provided for the care of the child is set at \$300.00 per child with a possible one-time start-up of \$500.00.

For children in the Kinship Care program, the determining official should use established criteria in accordance with the children's current situation. That is, treating the children as foster children when the children are wards of the court and treating the income in the same manner we treat income for foster children.

When the children are not wards of the court but are in permanent custody of the relative(s), the determining official should use the guidance for children living with family or friends. All household members and all income are included, including the \$300.00 mentioned above.

Q. If the child receives benefits (subsidized child care), does an income application have to be completed by the child's parent/guardian or is the child categorically eligible for free meals?

A. An income application must be completed by the parent/guardian of the child receiving benefits. Receipt of subsidy funds does not automatically qualify the child for free/reduced meals.

Please see online file for
FY 2009 Reimbursement Rates

Please refer to online files for the following:

FY 2009 Parent Letter for Income Application

*FY 2009 Child Care Income Application

*FY 2009 Child Care Income Application (Spanish translation)

FY 2009 Client Letter for Income Application

*FY 2009 Adult Day Care Income Application

FY 2009 Eligibility Standards for Free and Reduced Meals

Note: *These forms will not be available online until the week of September 24, 2008.

CACFP ENROLLMENT FORMS

Child care center and adult day care center/sponsors who participate in the Child and Adult Care Food Program are required to maintain information regarding all participants. Therefore, an enrollment form must be completed for each participant attending the center. (Please refer to the following page for a sample CACFP enrollment form.)

Participants shall not be counted in membership, attendance, or their meals claimed for reimbursement without a current CACFP enrollment form. Enrollment forms must be received by the sponsor during the first month the participant enrolls in order to be counted in membership and those meals claimed for reimbursement. [226.15(b)(2) and 226.17(b)(4) and (7)]

CACFP enrollment forms must be collected in October of each new fiscal year in order to be considered current. The only exceptions to this rule are school districts and Head Start sponsors who operate on the school calendar year.

Q. Do I have to use the CACFP enrollment form?

A. **Yes.** The CACFP requires parents, guardians and/or clients to complete a new enrollment form each year for participation in the Program. (Must use CACFP form) **The CACFP enrollment form is not considered complete unless it is signed and dated by the parent/guardian and/or client.**

Q. Can we fill out the names, address, etc. on enrollment forms and have the parents sign them, especially if we can't get them back?

A. **No.** Parents/guardians must complete enrollment forms. The only exceptions would be parents who are illiterate, parents with a mental or physical disability, or immigrants who may need assistance. In these cases, the center staff could assist and would document on the form the person and date who assisted and why.

Q. If I have "drop-ins", should an enrollment form be kept on file and should the individual be included as part of the total enrollment?

A. All participants, including "drop-ins", who attend the center must be enrolled and counted as part of the total membership on the claim representing the month in which the participant received care.

Q. If a participant attends the center one day and then withdraws, what do I do?

A. The participant will be counted as part of the total membership for the month he/she attended the center provided an enrollment form was obtained during that day. If not, the participant would not be counted in membership, total daily attendance, or meal counts.

Q. Do I have to have a CACFP enrollment form for infants?

A. **Yes.** You must have the following on file: 1) CACFP infant enrollment form and 2) an Income Application if the participant is to be claimed as free or reduced-price.

Please see online files for the following:

FY 2009 Child Care Center Enrollment Form
FY 2009 CACFP Enrollment Form (Spanish translation)
FY 2009 CACFP Infant Enrollment Form
FY 2009 Adult Day Care Enrollment Form

Note: These forms will not be available online until the week of September 24, 2008.

PROGRAM COSTS DOCUMENTATION

Every sponsor that participates in the CACFP must demonstrate operation of a nonprofit food service program. **This means that ALL of the money you receive in CACFP reimbursement MUST be used ONLY in the food service operation.** All CACFP records must be maintained on file for three years plus the current year.

The following are examples only and are not intended to be a complete guide to how CACFP funds may or may not be spent. Refer to the Federal Financial Management Guide (Financial Management Instruction 796-2, Rev. 3) or contact the State Agency if you have questions about allowability of expenses.

Cost of Food and Milk Served to Participants during the Meal Service:

***Sponsors must spend 50% or more of each month's reimbursement on food and milk.**

Allowable Costs: price of purchased food; invoices from a food service management company or caterer for meals; cost of processing, distributing, transporting, storing and handling both purchased and donated food and milk.

Not Allowable: **value of donated foods**; cost of food lost as a result of fire, water, spoilage or other contamination in excess of \$100; personal groceries or items such as cigarettes, soda, dog food, etc.

Minimum Records that Support Cost of Food & Milk Used

- a. invoices, bills, receipts, canceled checks
- b. food inventory records
- c. documented costs of transporting, distributing, storing, and handling of purchased and donated foods
- d. records of cash discounts and other credits when they are not shown on purchase orders and/or invoices
- e. Menu and Production Records (Participant and Infant, as well as Adult Day Care)
- f. invoices from the food management company, caterer or school (reported as cost of food used)
- g. daily record of meals received (signed and dated delivery tickets)

Meal delivery tickets must include the name of the catering source, date, number of meals ordered, number of meals delivered, and must be signed and dated by vendor staff delivering meals and sponsor staff receiving meals.

These tickets should be compared to the monthly invoice received from the vendor to ensure that the sponsor was charged for the correct number of meals ordered.

PROGRAM COSTS DOCUMENTATION

All grocery receipts used to document costs to the CACFP must be dated, itemized, contain no personal items and include the name of the store where the food/non-food was purchased.

Any receipt containing personal items (i.e. cigarettes, hair spray, pet food, cosmetics, etc., will be completely disallowed!!!! Any food items that appear on that receipt cannot be used to meet meal pattern requirements!!!

NON FOOD COST DOCUMENTATION

Allowable Costs: paper goods (napkins, straws, cups, etc.); cleaning supplies for kitchen and dining room; expendable equipment (cost more than \$1000 per unit – must have prior approval from the State Agency)

Not Allowable: any donated supplies; equipment costing in excess of \$1000 per unit; general day care supplies or arts/crafts projects; toys, games, videos; laundry and general cleaning supplies not used in the food service area.

Minimum Records that Support Nonfood Supplies and Expendable Equipment

- a. Invoices, bills, receipts, etc.
- b. *Canceled checks
- c. *Bank statements

Note: These items will be used only to verify payment of original receipts, and cannot be used as the only source of documentation.

Q. How much can you claim for non-food items? Total amount or half?

A. If all the non-food items were used as part of the meal service (i.e. paper products, plastic silverware, kitchen cleaning supplies, eating area cleaning supplies, etc.) then the total amount can be claimed. If only a portion of the product purchased is used for the food program (i.e. trash bags, paper towels), then only a portion of the cost could be claimed. Non-food items purchased for day care use only (i.e. toilet paper, Kleenex) cannot be included in program costs.

Q. Where do I claim tax on non-food items?

A. Separate tax on all allowable non-food items from food costs on each receipt. Total the allowable non-food costs and multiply by 6 percent. Claim tax with the corresponding receipt under Non-Food on the Record of Expenditures, Form 17-8.

PURCHASED SERVICES

Purchased Services is the cost of services other than program or administrative labor that is required to operate the food service program (i.e. utilities related to the food service operation, pest control services).

While the Purchased Services cost category is a legitimate expense, these costs must be prorated between program and non-program activities when these costs are not included in rent or other space charges.

Some institutions may have in place an indirect cost plan. In order to apply the percentages derived from the indirect cost plan, this plan must be approved by a cognizant agency. Please contact the State Agency should you have questions regarding the use of an indirect cost plan.

Allowable costs: cost of repair to food service equipment (limited to normal maintenance); cost of utilities (gas, electric, water) clearly related to food service operation. If not on a separate meter, utilities may be calculated by the following method:

square footage of food service area divided by the total square footage of facility =
_____ %

This percentage may be applied to total utility bills to determine allowable cost.

Not allowable: cost of purchasing or altering land or buildings; rental of equipment or facilities with an option to buy at a later date; rental fees for facilities or equipment which exceed the fees of comparable equipment or facilities in the same locality.

Minimum Records that Support Purchased Services

- a. Source documents (invoices, bills, receipts for rentals or repairs, etc.)
- b. Utility bills for month reported
- c. Canceled checks
- d. Bank statements

PROGRAM LABOR COSTS

Program Labor Costs for Food Service are limited to wages and fringe benefits paid by the sponsor to employees directly involved with the food service program. If the sponsor is reimbursed for an employee's wages from some other source, it cannot be claimed as a cost to the Program.

Allowable Direct Costs: wages paid for preparing and serving food; wages paid to personnel who assist participants at mealtime; wages paid for on-site preparation of records required for the food program

Not Allowable: administrative labor, donated labor, salaries of staff who do not perform CACFP duties; wages paid from sources other than the sponsoring organization.

Minimum Records that Support Program Labor Costs

- a. Payroll records (bank statements, canceled checks, pay stubs, etc.)
- b. Personnel Activity Reports – daily time sheets maintained by employees to establish the amount of time per day spent on the food program when the employee has other duties. These must be signed and dated by employee. Page two of the PAR must be signed and dated by the employee's supervisor.
- c. Staff who work full-time on CACFP duties (cooks) will document their wages and benefits by placing copies of their check stubs in the monthly folder.
- d. Both pages of the PAR's must be maintained in the monthly folders.

Program Labor duties include cooking, serving, menu planning, grocery shopping and cleaning of kitchen and dining room.

PROGRAM ADMINISTRATIVE COSTS

Program Administrative Costs include expenditures incurred by a sponsor, which relate to planning, organizing, and managing the food service program.

Allowable Direct Costs: wages paid for completing the application packet, approving income applications, conducting monitor reviews, training center personnel regarding CACFP requirements, time spent compiling the monthly Claim for Reimbursement, cost of computer equipment used to administer CACFP and attending State Agency training (training time may only be claimed for the month in which it occurs.)

Not Allowable: volunteer labor, wages paid from sources other than sponsoring organization, costs incurred to comply with licensing standards.

Minimum Records that Support Administrative Costs

- a. Payroll records (bank statements, canceled checks, pay stubs, etc.)
- b. Personnel Activity Reports - daily time sheet that establishes the amount of time each employee spends on food program responsibilities when the employee has other duties. They must be signed and dated by the employee.
- c. Mileage documentation.
- d. Rental agreements and invoices for office equipment or office space.
- e. Invoices and canceled checks for any costs claimed as an administrative expense.

Please see online file for
Personnel Activity Report Form and
Record of Food Program Expenditures, Form 17-8

MENU AND PRODUCTION RECORDS-226.15 (e) 10

All centers/sponsors are required to keep daily Menu and Production Records. Menu and Production Records function as an important tool because menus help ensure that centers meet proper meal pattern requirements. Menu and Production Records also report which foods are prepared and served to participants. Therefore, Menu and Production Records help support food purchases and costs.

Additionally, food substitutions can be made for participants who are unable to consume regular program meals because of **medical** or other special dietary needs. In such cases, a statement from a recognized medical authority must be provided on behalf of the participant. The medical statement should specify the food or foods to be omitted from the participant's diet and specify a choice of foods that may be substituted.

Food substitutions can be made for participants who are unable to consume regular program meals due to **religious reasons**. In such cases, a statement from the participant's parents/guardian must be provided on behalf of the participant. The statement should specify the food or foods to be omitted from the participant's diet and specify a choice of foods that may be substituted.

Centers/Sponsors are required to identify by age group the number of participants to whom meals were served for each meal service.

This requirement does not apply to Adult Day Care Center/Sponsors since all adults receive the same portion size.

For each meal service, the number of participants participating in the meal service will be categorized by age group on the Record of Meals Served (17-9). The number of meals recorded on the Form 17-9 should correspond with the Menu and Production Records. For those sponsors approved to claim more than 3 meal services, the Form 17-10 must be used.

Q. If I purchase meals on an agreement/contract basis, what kind of records do I need in order to confirm the meal pattern requirements were met?

A. If contracting for meals, the center/sponsor must maintain Menu and Production Records that contain the following: 1) all food components served to participants; 2) the portion size for each food component; 3) the estimated number to be served; 4) the Amounts Prepared column on the Menu and Production Record must indicate "catered", as the vendor is responsible for maintaining Menu and Production Records reflecting food components and total amounts of food prepared for catered meals; and 5) the number of meals actually served. The school, food service management company or caterer must make these records available for review or audit upon request by the State Agency.

Q. How do I verify each day the number of meals I received compared to what was ordered?

A. Each day, the caterer must provide a meal delivery ticket that contains the following: 1) date delivered, 2) number or quantity of meals delivered, 3) initials or signature of caterer staff to verify number of meals, and 4) initials or signature of sponsor staff to verify the number of meals received.

MENU AND PRODUCTION RECORDS-226.15 (e) 10 cont.

Q. If I contract for some meals and prepare other meals at the sites, what do I do?

A. **For meals catered for the site**, Menu and Production Records must contain the following: 1) foods served, 2) portion size, 3) estimated number to be served, 4) amounts prepared column that indicates “catered” meals, and 5) the number of meals served by age group. In addition, if the site supplies any of the food components such as milk or an additional bread serving, the amounts prepared for these items must be recorded.

For all meals prepared at the site, Menu and Production Records must contain the following: 1) foods served, 2) estimated number of participants to be served, 3) total amounts of food prepared, and 4) number of meals served by age group.

Q. If my staff has difficulty calculating amounts of food to prepare, what do I do?

A. Consider the use of cycle menus and calculate how much the cook needs to prepare based on attendance. It is the responsibility of the center/sponsor to ensure that meals meet minimum requirements as to components and portion size per participant. In addition, the center/sponsor should provide additional training to the cook in the use of the Food Buying Guide and the Food Crediting Guide.

Q. Can my cook just write down the total amounts of food she uses on notebook paper and then transfer to the Menu and Production Records at the end of each week?

A. **NO!** The Menu and Production Records must be completed **no later than the conclusion of each meal service**. The Menu and Production Records serve as the **official** source documentation to verify that the food was actually prepared and then served to participants. No other form or source meets this requirement.

INFANT MENU AND PRODUCTION RECORDS

Many of you have asked for a form to document point of service meal counts for infants. In response to your request, the daily Menu and Production Record for Infants form was created. This form is now required for all programs serving infant meals to be claimed for reimbursement.

The Infant Daily Menu and Production Record is two sided and includes the infant meal pattern on the back side. As you know, infant meal patterns vary according to the age of the children. You should ensure that each age group is receiving all required components. You do not need to break out the components for the different age groups under the menu column, but you must be specific when listing all food components served to all age groups.

Infant Menu and Production Records that only list formula, jar baby food, cereal, vegetable, fruit, etc. will be disallowed. There is no way to verify that these food components were creditable.

See online files for the following:
CACFP Meal Patterns for Children
Child Care Center Menu and Production Record
Infant Meal Pattern
Infant Menu and Production Record
CACFP Meal Patterns for Adults
Adult Day Care Menu and Production Record

Medical Referral Form

Please see online file for
Milk Analysis Explanation and Instructions
Milk Reconciliation Form

RECORD OF MEALS SERVED

The Record of Meals Served Form (17-9)/Form (17-10) is the official source documentation used to verify a sponsor's meal counts.

All centers/sponsors must maintain an accurate daily count of meals served to participants, program adults, and all other adults. **The count must be taken during the meal service and it must total the actual number of meals served. The meal count shall not be taken from attendance records, sign-in sheets, licensed capacity or enrollment.** Sponsors may claim reimbursement only for meals served to participants who are enrolled in the Program, have attended at least part of a day, and have a CACFP enrollment form on file.

After the last meal service on the last serving day of the month, centers/sponsors shall record the amount of milk left over (not served) in the space provided at the bottom of each month's Record of Meals Served (Form 17-9). This amount will represent milk to be used in the upcoming month.

Q. Do I have to maintain a daily count at each meal service if I have attendance records?

A. **Yes.** Attendance records are not the same as the "Record of Meals Served." In some cases, participants may be present at the center, but the individual may not participate during the meal service. Therefore, reimbursement is calculated based on meals actually served, not attendance records.

Q. What are the limitations on number of meals served at child and adult day care centers?

A. Child and adult day care centers are eligible to claim reimbursement for either two meals and one snack per participant per day or one meal and two snacks per participant per day.

Q. Can I claim more than three meal services?

A. Sponsors can be approved to claim more than three meal services if they meet the following criteria:

- 1) must be licensed for night time care;
- 2) must ensure that the fourth meal is served at least eight (8) hours from the first meal served;
- 3) must have a system in place to ensure that each participant is claimed no more than two meals and one snack or two snacks and one meal per day.

Note: New sponsors on the program must operate for six months and be able to demonstrate an understanding of all requirements and documentation before a fourth meal service will be approved.

Sponsors with a history that shows evidence of an inability to maintain accurate documentation and ensure that a good faith effort is being made to correct problems will not be approved for a fourth meal service. The additional meal service will be approved when the sponsor can prove that lasting changes have occurred to manage the Program in an effective and accountable manner.

In addition, sponsors approved to claim a fourth meal service may have this privilege revoked should an administrative review, drop-in visit, technical assistance visit, or audit reveal problems in maintaining accurate meal counts, Menu and Production Records, or other Program documentation.

Q. What form do I use to document more than three meal services?

A. Form 17-10 is used to document the number of meals served to each child and the meals to be claimed per child. This form requires that you list each child by name and then mark which meals each child ate for each day. Only two meals and one snack or two snacks and one meal shall be claimed per child per day. One form is to be completed for each day. At the conclusion of each day, meal counts shall be consolidated and recorded on the Record of Meals Served Form (17-9).

Q. Where do I obtain this form?

A. If the State Agency approves you for more than three meal services, their office will provide you with the form.

Please see online file for
the following:

Instructions for Completing the Form 17-9
Child Care Record of Meals Served (Form 17-9)
Adult Day Care Record of Meals Served (Form 17-9)

CLAIM FOR REIMBURSEMENT

All sponsoring organizations must submit to the State Agency accurate monthly claims which reflect the total number of meals served, total membership, and total program operating costs. The claims must be submitted online to the State Agency within 30 days following the month of operation. Corrected claims must be submitted within 45 days following the month of operation, unless the corrected claim is the result of an administrative review or audit. **The State Agency will not reimburse sponsoring organizations for more than one late claim submitted within a three year period.**

Costs associated with providing the meal service must meet or exceed the amount of CACFP reimbursement received by the sponsor. Therefore, completed claim forms must always document the total amount of program operating costs incurred by the sponsor during the month for which meals are claimed. The Calculated Reimbursement Form provided by the State Agency must be completed in order for the sponsor to determine the approximate amount of reimbursement that will be received. The Calculated Reimbursement Form provides the sponsor with an estimate of the amount of reimbursement to be electronically deposited into the sponsor's bank account each month. **The Calculated Reimbursement Form must be completed should the sponsor fail to print the screen after online submission of the claim.**

Sponsor/sponsoring organizations with multiple sites must keep the following on file at the central office:

Monthly Claim for Reimbursement

Master Roster

Attendance Records

Original income applications

Original current CACFP Enrollment Forms

Monitor Reviews

Procurement

In-service training

Record of Meals Served (Form 17-9)/(Form 17-10)

Menu and Production Records (Participant and Infant)

Receipts, bills, invoices which document meal service expenditures

Personnel Activity Reports/check stubs (If approved for program and/or administrative labor and the cost is claimed)

Record of Program Operating Expenditures (Form 17-8)

Calculated Reimbursement Form or online printout after claim submission

Transmittal Sheet

Sponsored sites must maintain the following records and forward them to the sponsor/sponsoring organization's central office at the end of the month of operation so that one claim may be completed for all centers participating under one sponsorship:

Monthly Master Roster

Attendance Records

Copies of income applications (if sponsor has any new enrolled participants within that month)

Copies of current CACFP Enrollment Forms must be kept on site. The originals must be forwarded to the central office

Record of Meals Served (Form 17-9)/(Form 17-10)

Menu and Production Records (Participant and Infant)

Receipts, bills, invoices which document meal service expenditures

Personnel Activity Reports/check stubs (if approved for program and/or administrative labor and the cost is claimed)

Please see online claim system for the following:
Non Profit Claim for Reimbursement
For Profit Claim for Reimbursement
Adult Day Care Claim for Reimbursement

TO DO LIST FOR RENEWING CACFP SPONSORS

1. Upon return to your center/office, please complete the following for **each new fiscal year**:
2. Distribute and collect **current year** Income Applications to parents/guardians, and or clients, and classify participants as “free, reduced, or paid” (**these forms must be collected in October**)
3. Distribute and collect **current year CACFP enrollment forms** to parents, guardians and/or clients (**these forms must be collected in October**)
4. Complete and return the Application/Agreement by the assigned date
5. Conduct In-Service Training within **four weeks** of attendance at State Agency training
6. During the **first month** of participation in the CACFP, complete the Master Roster of enrolled participants (complete in October)
7. Conduct the first Monitor Review within the first **four weeks** of participation (conduct in October)
8. Complete the Procurement requirements within the first **four weeks** of each new fiscal year (conduct in October)
9. Maintain the following records beginning the first day of each new fiscal year: (You should already be maintaining these forms):
 - a. Daily Attendance Records
 - b. Record of Meals Served (Form 17-9)/(Form 17-10)
 - c. Menu and Production Records (Participant and Infant)
 - d. Receipts, Invoices, Bills that document food and non-food costs
 - e. Personnel Activity Report(s)

Please note that this list is not inclusive of all documentation that must be maintained!!!

NOTE: The Income Application for Free and Reduced Price Meals and CACFP Enrollment Form will not be available online until the week of September 24, 2008.

TO DO LIST FOR NEW SPONSORS

Upon return to your center/office, please complete the following:

1. Distribute and collect **current year** Income Applications to parents/guardians, and or clients, and classify participants as “free, reduced, or paid”
2. Distribute and collect **current year CACFP enrollment forms** to parents, guardians and/or clients
3. Complete and return the Application/Agreement by the assigned date
4. Conduct In-Service Training within **four weeks** of attendance at State Agency training
5. During the **first month** of participation in the CACFP, complete the Master Roster of enrolled participants
6. Conduct the first Monitor Review within the first **four weeks** of participation
7. Complete the Procurement requirements within the first **four weeks** of each new fiscal year
8. Maintain the following records beginning the first day of participation:
 - a. Daily Attendance Records
 - b. Record of Meals Served (Form 17-9)/(Form 17-10)
 - c. Menu and Production Records (Participant and Infant)
 - d. Receipts, Invoices, Bills that document food and non-food costs
 - e. Personnel Activity Report(s)

Please note that this list is not inclusive of all documentation that must be maintained!!!

Please see online files for:
Calculated Reimbursement Form
Justification of CACFP Reimbursement Form
Nutrition and Health Services Appeal Procedures